

APPLY IN PERSON:

Employment Information Center (8am-5pm, Monday-Friday)
 Civic Center Plaza - 1200 3rd Avenue, Suite 101-A, San Diego, CA 92101
WEBSITE: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
 1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
Page 1 of 3

#T2689 ASSISTANT WASTEWATER PLANT OPERATOR

MONTHLY SALARY: \$3637 to \$4327

#T2690 WASTEWATER PLANT OPERATOR

MONTHLY SALARY: \$4327 to \$5178

APPLICATION FILING PERIOD: **FIRST DATE:** September 8, 2006

LAST DATE: October 25, 2006

Applications received later than 5:00 p.m. on the last date to apply will be rejected. **PROMPT APPLICATION IS ENCOURAGED. Immediate vacancies may be filled when sufficient applications have been processed.** Later applicants will be eligible for employment consideration as future positions MAY become available.

NOTES:

1. A 5% additional salary may be paid when an extended period of night or unusual shift work is required.
2. Overtime may be required.
3. Work uniforms and laundering of the uniforms are provided by the City for each operator along with other safety equipment that may be required.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

CERTIFICATION:**ASSISTANT WASTEWATER PLANT OPERATOR:**

1. Possession of a valid Grade I or higher Wastewater Treatment Plant Operator's Certificate issued by the State of California Water Resources Control Board. Candidates must submit a copy of their certificate at time of application. Certificates issued more than two years prior to application must have a valid renewal attached. **-OR-**
2. Successful completion of the Grade II or higher Wastewater Treatment Plant Operator Certification examination given by the State of California Water Resources Control Board **AND** two years of equipment maintenance experience in a wastewater or large pump station facility. Proof of successful completion of the examination must be submitted at time of application.

WASTEWATER PLANT OPERATOR:

Possession of a Grade II or higher Wastewater Treatment Plant Operator Certification issued by the State of California Water Resources Control Board. You must submit a copy of your certificate with your application. Certificates issued more than two years prior to application must have a valid renewal attached. Information regarding State requirements for a Grade II Certificate may be obtained by PHONE: (916) 341-5639 and 341-5985; or WEBSITE: <http://www.waterboards.ca.gov/cwphome/opcert/cert.html>; or MAIL: Office of Operator Certification, State Water Resources Control Board, P.O. Box 944212, Sacramento, CA 94244-2120.

NOTE: Persons who have filed to take the State of California Wastewater Treatment Plant Operator certification examination may

apply now, but must present proof of the State's acceptance with their application. Persons who have an equivalent Wastewater Treatment Plant Operator's Certification issued by another state must file for a California Grade II Certificate prior to submitting an application. Proof of filing must be submitted with the application. **These applicants will have their names placed inactive on the eligible list and will not be considered for appointment until proof of California State certification is presented.**

LICENSE: A valid California Class C Driver's License may be required at the time of hire.

DUTIES: **Assistant Wastewater Plant Operators** assist in operating and maintaining various wastewater treatment plant processes and equipment; routing the flow of gases and fluids; performing simple standardized tests; regulating the flow of raw and treated wastewater between various stages of the treatment processes; maintaining operating logs; keeping plant clean, orderly and safe; reporting malfunctioning equipment; and other duties as assigned. **Wastewater Plant Operators** operate and maintain wastewater treatment plant processes and equipment; route the flow of gases and fluids; perform simple standardized tests; regulate the flow of raw and treated wastewater between various stages of the treatment processes; maintain operating logs; keep plant equipment clean and orderly; report malfunctioning equipment; and perform other duties as assigned.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT** (the original and ONE copy, including any attachments) for the position(s). Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

INFORMATION SUPPLEMENT

ASSISTANT WASTEWATER PLANT OPERATOR

Wastewater Treatment Plant Operator Certificates are issued by the State of California Water Resources Control Board Pursuant to Title 23, Chapter 4, Sub Chapter 14 of the California Administrative Code.

State certification as a Grade II Wastewater Treatment Plant Operator is normally obtained by examination. Minimum requirements are:

- 1) High school education or equivalent satisfactory to the division and two years of full-time experience in actual operation and maintenance of a wastewater treatment plant and six educational points, or
- 2) One and one-half years of actual operation and maintenance experience while in the possession of a Grade I certificate.

In some cases, a California certificate may be issued without examination to persons who hold equivalent certification from another state.

For information on requirements, examinations, applications and experience equivalency, contact the State Water Resources Control Board at the telephone and address listed below.

Applications for certification are available online at <http://www.waterboards.ca.gov/cwphome/opcert/cert.html>. Applications should be filed with the Office of Operator Certification, State Water Resources Control Board, P.O. Box 944212, Sacramento, CA 94244-2120, Phone (916) 341-5639 and 341-5985 (application fee required).

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER